

NOTICE

There is a job vacancy in the **BAY COUNTY HEALTH DEPARTMENT – UNIVERSITY CLINIC.**

JOB TITLE:UNIVERSITY CLINIC COORDINATOR – FULL TIME/GRANT FUNDED

RATE OF PAY:\$44,657.60 per year, entry level, progressing to
\$51,854.40 per year, after 3 years (PB07)

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

THIS IS A GRANT FUNDED POSITION AND SUBJECT TO THE AVAILABILITY OF GRANT FUNDS

GENERAL SUMMARY:

Responsible for the operations and administration side of a the inter-professional health clinic. Ensures office is running smoothly by coordinating activities of office staff, including credentialing, orientation and training of employees. Ensures correct and accurate billing and coding are completed within the clinic.

TYPICAL DUTIES:

- Engage in performance improvement initiatives and maintaining quality assurance.
- Assist Business Services Manager to ensure credentialing information is up-to-date and complicit with State of Michigan’s, local, and federal laws and regulations.
- Ensure compliance with HIPAA medical health records maintenance and release.
- Assist in development and adherence to annual operating budgets.
- Procure office and medical supplies.
- Coordinates and directs work activities of clinical and clerical personnel in the University Clinic.
- Maintain communication between staff by attending morning huddles and coordinating interdepartmental functioning.
- Analyze clinic activities and data to aid planning, ensure revenue stream optimization and risk management, and for proper quality improvements.
- Plan, implement, and administer educational opportunities for staff programs and share new information on state and federal rules.
- Acts as “Super-user” of clinical software system. Demonstrates proficiency in clinical software and shares knowledge of system via training and assistance with staff. Coordinates problem resolution with Information Systems Department and/or software vendor(s).
- Assist with recruitment, hiring and training of personnel.
- Establish work schedules and assignments for staff, according to workload, space and equipment availability.
- Maintain awareness of advances in computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.
- Works with Business Services Manager to develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Works with university personnel and principal investigators to gather data to support grant submissions and generate reports.
- Works with Business Services Manager to consult with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
- Works with Fiscal Division staff to formulate objectives and processes for reviewing and correcting billing denials.
- Develop and implement clinic policies and procedures.
- Ensure educational materials are available for patients.
- All other duties are assigned.
- In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Qualifications	Desired Qualifications
<ul style="list-style-type: none">Bachelors of Health Administration or related degreeKnowledge of Clinical Operations in a Primary Care SettingMust Be Able to Demonstrate Computer Literacy including experience with spreadsheets and programs for statistical analysis	Primary Care Administrative Experience 1-3 Years

Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: generally 20-50 pounds up to one third of the time. Candidate must have adequate visual activity and hearing comprehension to read reports and communicate with clients and other providers. Must have adequate physical dexterity to climb stairs, balance and navigate under unstable environmental conditions. Must possess valid operator’s license and auto liability insurance. Must be able to perform the essential functions of the job with or without accommodation.

Apply online at www.baycounty-mi.gov, in person, or via U.S. Mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Monday, October 17, 2016.**

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”